

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 70-09.Q

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Subject:

DATE: 08/11/92

Sunset Review:

TRAINING AND CERTIFICATION OF POWERED  
TRUCK (FORKLIFT) OPERATORS

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1. PURPOSE. This directive establishes the policy, procedures, and responsibilities for the training and certification/recertification of forklift equipment operators.
2. SCOPE. The provisions of this directive apply to all Participating Organization and Federal Law Enforcement Training Center (FLETC) personnel at Glynco, GA; Artesia, NM; and Marana, AZ; and to those service contractors having forklift requirements in the contract. All construction-type contractors are excluded from the provisions of this directive.
3. CANCELLATION. FLETC Directive 70-09.Q, Certification of Powered Industrial Truck (Forklift) Operators, dated October 29, 1986 is superseded.
4. REFERENCE. Title 29, Code of Federal Regulations, Part 1910.178 (1).
5. POLICY. Only personnel who have successfully completed the course of training provided by the FLETC and have been certified will be authorized to operate FLETC- or contractor-owned forklift equipment on the Center. Recertification of operators is required every three years.
6. RESPONSIBILITIES.
  - a. Security and Safety Division (SEC) shall:
    - (1) coordinate the resources necessary for training and provide Certificates of Completion (Attachment 1);
    - (2) coordinate requests for operator training and certification between requestors and the Driver and Marine Division (DMD);

(3) make an appropriate entry on the individual's U.S. Government Motor Vehicle Operator's Identification Card (OF 346);

(4) provide cognizant FLETC Division Chiefs, Service Contractors and Participating Organization Representatives with an official Record of Completion as applicable; and

(5) maintain an up-to-date listing of personnel authorized to operate FLETC forklift equipment;

b. DMD shall:

(1) develop a course of instruction to include practical exercises for demonstrated proficiency on a pass/fail basis, and a written test (70 percent passing);

(2) provide an instructor certified in forklift operator training and conduct training coordinated by the SEC; and

(3) provide appropriate training records and results to SEC.

c. FLETC divisions shall establish procedures to ensure that only authorized personnel are allowed to operate FLETC-owned forklift equipment.

d. Office of Artesia and Marana Operations shall develop internal procedures, as required, for compliance with the policy of this directive.

7. PROCEDURES. FLETC Division Chiefs, Participating Organization Representatives, and Contracting Officers' Technical Representatives for service contracts shall contact the SEC to arrange for initial training and certification or for recertification.

8. OFFICE OF PRIMARY RESPONSIBILITY. Security and Safety Division, Office of Administration.

Charles F. Rinkevich  
Director

Attachment (see Security and Safety Division)